



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
ONE ASHBURTON PLACE, BOSTON, MA 02108

DEVAL L. PATRICK
Governor

TIMOTHY P. MURRAY
Lieutenant Governor

GLEN SHOR
Secretary

PAUL DIETL
Chief Human Resources Officer

TO: Fire Department Appointing Authorities
Fire Chiefs

FROM: George J. Bibilos, Director, Organizational Development/Civil Service

DATE: May 16, 2013

SUBJECT: READING LISTS FOR THE PROMOTIONAL EXAMINATIONS

**FIRE LIEUTENANT
FIRE CAPTAIN
EXAMINATION DATE – SATURDAY, NOVEMBER 16, 2013**

Candidates are responsible for reading the texts and other materials listed below and all pages of this announcement. Please note carefully which edition and date of publication is listed for each item. Questions will cover the reference in its entirety unless otherwise indicated. All examination questions will be based on these materials.

LIEUTENANT AND CAPTAIN

Fire and Emergency Services Company Officer, Fourth Edition, 2007. (IFSTA)

Lieutenants: Part A, Chapters 1-8: entire chapters; Chapter 9: Only pp. 193-204 (start at beginning of p. 193 and stop at p. 204 before “Budget Process”); Chapters 10-13: Entire chapters; Chapters 15, 17, 18, 19, 20, and 21: Entire chapters and Part B, Chapter 23: Only pp. 537-558 (start at beginning of p. 537 and stop at p. 548 before “Provincial and Territorial Governments”; start at p. 549 “Agencies of State and Provincial Governments” and stop at p. 558 before “Canadian Federal Government”); and Chapters 24, 26, 31, and 32: Entire chapters.

Exclude appendices and glossary.

Captains: Entire book except chapters 16 and 27, appendices and glossary.

Fire Inspection and Code Enforcement, Seventh Edition, 2009. (IFSTA)

Chapters 3-12 and 17, and all glossary terms related to these chapters. Exclude appendices.

Hazardous Materials for First Responders, Fourth Edition, 2010. (IFSTA)

Entire book, except Chapters 5, 12, and 13 (The FBI Twelve-Step Process, pp. 600-617).

Exclude appendices, metric equivalents, glossary, tables, and figures.

National Incident Management System, FEMA P-501, December 2008. (Federal Emergency Management Agency, U.S. Department of Homeland Security)

Entire book, including Appendix B, Glossary of Key Terms, and Acronyms.

Exclude Appendix A.

(Continued)

Massachusetts General Laws, Chapter 148 (as amended through the release date of this reading list).

527 CMR: Board of Fire Prevention Regulations, Section 10.

Pumping Apparatus Driver/Operator Handbook, Second Edition, 2006. (IFSTA)

Chapter 6: Only pp. 151-161 (start at p. 151 “Principles of Municipal Water Supply Systems” and stop at end of p. 161).

Chapter 7: Only pp. 165-168 (start at p. 165 “Solid Stream Nozzles” and stop at end of p. 166; start at p. 167 “Fog Stream Nozzles” and stop at p. 168 before “Constant Flow Nozzles”).

Chapter 8: Only pp. 184-212 (start at p. 184 “Total Pressure Loss: Friction Loss and Elevation Pressure Loss” and stop at p. 187 before “Determining Your Own Friction Loss Coefficients” ; start at p. 190 “Determining Elevation Pressure” and stop at p. 212 before “Determining Net Pump Discharge Pressure”). Exclude metric pages.

Chapter 9: Only pp. 258-259 (start at p. 258 “Hand Method” and stop at p. 259 before “Equation H (5-inch hose)”).

Chapter 11: Only pp. 323-351 (start at p. 323 “Operating from a Pressurized Water Supply Source” and stop at the end of p. 351).

Chapter 15: Entire chapter.

Of the lettered formulas, you are required to know ONLY Formulas A, B, C, D, F, G, and I. You must also be able to apply Formula A. To do this, you need to know the coefficients in Table 8.3 (p. 186) for 1 3/4” hose with 1 1/2” couplings and for 2 1/2” hose; and the coefficients in Table 8.4 (p. 198) for two 2 1/2” lines and for two 3” lines with 2 1/2” couplings. NOTE: You will not be required to know or apply any formulas other than those listed above.

LIEUTENANT ONLY

Building Construction Related to the Fire Service, Third Edition, 2010. (IFSTA)

Entire book except Appendix A.

Engine Company Fireground Operations, Richman, H., Third Edition, 2008. (Jones and Bartlett)

Entire book including Glossary.

Structural Fire Fighting: Truck Company Skills and Tactics, Second Edition, 2010. (IFSTA)

Chapters 1, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, and 14.

NOTE: The IFSTA text Structural Fire Fighting: Truck Company Skills and Tactics has replaced the Richman text Ladder Company Fireground Operations.

CAPTAIN ONLY

Collapse of Burning Buildings, Dunn, V., Second Edition, 2010. (Fire Engineering)

Entire book except Chapters 20 and 21.

Exclude epilogue.

Strategic and Tactical Considerations on the Fireground, Smith, J. P., Third Edition, 2012. (Prentice-Hall, Inc.)

Entire book except Chapter 2.

(Continued)

Supervision Today, Robbins, S. P., DeCenzo, D. A., and Wolter, R. M., Seventh Edition, 2013. (Prentice-Hall, Inc.)

Chapter 1: Entire chapter, excluding section “Where Do Supervisors Come From?” on p. 11.

Chapter 3: Entire chapter, excluding section on “Can Continuous-Improvement Programs Be A Help In Planning?” on pp. 65-67 and section on “A Special Case of Planning: The Entrepreneurial Supervisor” on pp. 76-79.

Chapter 7: Entire chapter.

Chapter 8: Only pp. 201-215 (start at p. 201 “What is Motivation?” and stop at p. 215 before “Should Employees be Paid for Performance or Time on the Job?”).

Chapters 9, 10, 11, 12, and 14: Entire chapters and Chapter 16: Only pp. 414-420 (start at p. 414 “What is Labor Relations” and stop at p. 420 before “Racketeering Influenced and Corrupt Organizations Act (RICO)”).

(Exclude sections on enhancing understanding and developing your supervisory skills at the end of each chapter, and sections on news flashes.)

PUBLISHERS OF READING LIST TEXTS

- Federal Emergency Management Agency, P.O. Box 2012, Jessup, MD 20794; (800) 480-2520, Option #4.
- Fire Engineering, P.O. Box 21288, Tulsa, OK 74121-9971; (800) 752-9768; www.pennwellbooks.com.
- IFSTA (International Fire Service Training Association), Fire Protection Publications, Oklahoma State University, 930 North Willis, Stillwater, OK 74078-0118; (800) 654-4055; www.ifsta.org.
- Jones and Bartlett Publishers, 40 Tall Pine Drive, Sudbury, MA 01776-9848; (800) 832-0034; www.jbpub.com.
- Prentice-Hall, Inc., P.O. Box 11071, Des Moines, IA 50336; (800) 811-0912; www.bradybooks.com or http://vig.pearsoned.com/store/home/1,1205,store-20180_id-2,00.html.

*Please note that to purchase Supervision Today the publisher recommends that you contact a college, university, or local bookstore or you can place an order with a bookstore on the internet.)

Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. For local vendors, contact the publishers at the telephone number or website listed, or check with the Chief of your department or local union representative for assistance. Many local bookstores will be able to special-order any text not carried in stock.

Any questions regarding the reading list may be directed to Christine Barbas, Ed. D., Personnel Selection Specialist, at (617) 878-9745. A copy of this reading list is posted on the Human Resources Division website in the Civil Service section at www.mass.gov/hrd/readinglists.